

2-0095

05-00

AGREEMENT

BETWEEN

Cape May County Board of Chosen Freeholders
CAPE MAY COUNTY

CAPE MAY COURT HOUSE, NEW JERSEY

and

LOCAL NO. 1983

CIVIL AND PUBLIC EMPLOYEES OF CAPE MAY COUNTY, NEW JERSEY

(Non-clerical Maintenance, Police
Commission, Bridge, Library and other employees)

X FOR THE PERIOD JANUARY 1, 1983 through DECEMBER 31, 1984

INDEX

	<u>PAGE NUMBER</u>
PREAMBLE	1
ARTICLE ONE - PURPOSE	1
ARTICLE TWO - RECOGNITION	2
ARTICLE THREE - MANAGEMENT RIGHTS	3
ARTICLE FOUR - DEFINITIONS	5
ARTICLE FIVE - GRIEVANCE PROCEDURE	6
ARTICLE SIX - SENIORITY	11
ARTICLE SEVEN - UNION REPRESENTATIVES	12
ARTICLE EIGHT - HOURS AND OVERTIME	13
ARTICLE NINE - HOLIDAYS	16
ARTICLE TEN - VACATIONS	18
ARTICLE ELEVEN - HEALTH INSURANCE	19
ARTICLE TWELVE - SICK LEAVE	20
ARTICLE THIRTEEN - DISABILITY LEAVE	23
ARTICLE FOURTEEN - SALARIES AND COMPENSATION	24
ARTICLE FIFTEEN - FUNERAL LEAVE	25
ARTICLE SIXTEEN - TEMPORARY ASSIGNMENT PAY	26
ARTICLE SEVENTEEN - LONGEVITY	27
ARTICLE EIGHTEEN - SHIFT DIFFERENTIAL	28
ARTICLE NINETEEN - UNIFORMS	28
ARTICLE TWENTY - BULLETIN BOARDS	29

INDEX

	<u>PAGE NUMBER</u>
ARTICLE TWENTY-ONE - WORK RULES	29
ARTICLE TWENTY-TWO - NO STRIKE PLEDGE	30
ARTICLE TWENTY-THREE - NON-DISCRIMINATION	31
ARTICLE TWENTY-FOUR - DEDUCTIONS FROM SALARY	32
ARTICLE TWENTY-FIVE - SEPARABILITY AND SAVINGS	33
ARTICLE TWENTY-SIX - FULLY BARGAINED PROVISIONS	33
ARTICLE TWENTY-SEVEN - TERM AND RENEWAL.	34

PREAMBLE

This Agreement, entered into this 24-day of May, 1983, by and between the COUNTY OF CAPE MAY, in the County of Cape May, New Jersey, hereinafter called the "County", and LOCAL NO. 1983, CIVIL AND PUBLIC EMPLOYEES OF CAPE MAY COUNTY, NEW JERSEY, INTERNATIONAL BROTHERHOOD OF PAINTERS AND ALLIED TRADES, AFL-CIO, hereinafter called the "Union," represents the complete and final understanding on all the bargainable issues between the County and the Union.

ARTICLE ONE--

PURPOSE

This agreement is entered into pursuant to the provisions of Chapter 303, Laws of 1968 and as amended (N.J.S.A. 34:13A-5.1, etc.), of the State of New Jersey, to promote and ensure harmonious relations, cooperation, and understanding between the County and its employees; to prescribe the rights and duties of the County and the employees; and to provide for the resolution of legitimate grievances, all in order that the public service shall be expedited and effectuated in the best interests of the peoples of the County of Cape May and its employees and the County.

ARTICLE TWO
RECOGNITION

It is the intention of the parties that this agreement be construed in harmony with the Resolutions of the County of Cape May and the Rules and Regulations of the various departments of the County of Cape May. Where any Resolution or Rule and Regulation, or part thereof, of the County or its various departments is inconsistent with any term or condition of this contract, the terms and conditions of this contract shall prevail and shall supersede said inconsistent Resolution, Rule and Regulation, or part thereof.

In accordance with the "Certification of Representative" of the Public Employment Relations Commission dated January 1972 (Docket No. R0-369), the County recognizes the Union as the sole and exclusive representative of all those certain employees of the County of Cape May covered in the aforementioned certification and as more particularly enumerated by job titles in Appendix A attached hereto and made a part hereof, for the purpose of collective bargaining negotiations concerning salaries, wages, and other terms and conditions of employment. In addition, the job titles, more particularly enumerated in Appendix B annexed hereto and made a part hereof are hereby specifically excluded from the within bargaining unit. It is the intention of this Agreement to specifically exclude employees of the Cape May County Sheriff's Department represented by the Policeman's Benevolent Association, Local 59, County Investigators and Detectives represented by the Police Benevolent Association, Local 59, employees of the Cape May County Probation Department represented by the Cape May County Probation Officers Association, employees of the Cape May

County Court represented separately by Local No. 1983, Civil and Public Employees of Cape May County, New Jersey, International Brotherhood of Painters and Allied Trades, AFL-CIO, employees of the County Welfare Board represented separately by Local 1983, employees of Cape May County Mosquito Commission represented separately, elected officials, members of boards and commissions, confidential employees, and managerial executives within the meaning of the Act.

ARTICLE THREE MANAGEMENT RIGHTS

A. The County hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the Laws and Constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, the following rights:

1. To the executive management and administrative control of the County Government and its properties and facilities and to determine the methods of operation to be offered by its employees and to direct the on-the-job activities of its employees;

2. To determine the standards of selection of employment and to hire all employees and subject to the provisions of Law, to determine their qualifications and conditions for continued employment or assignment and to promote and transfer employees;

3. To suspend, demote, discharge or take other disciplinary action for good and just cause according to Law;
4. To relieve its employees from duty because of lack of work, lack of funding, or legal cause;
5. To maintain the efficiency of its operations;
6. To determine the amount of overtime to be worked;
7. To determine the methods, means and personnel by which its operations are to be conducted;
8. To determine the content of work assignments; and
9. To exercise complete control and discretion over its organization and the technology of performing its work.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities of the County, the adoption of policies, rules, regulations and practices in furtherance thereof and the use of judgment and discretion in connection herewith shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of New Jersey and of the United States.

C. The County agrees to review and discuss with representatives of the Union any managerial decisions affecting job classification or duty changes which may be created due to Civil Service Reclassifications, prior to implementation or any other matter which may affect hours, wages or conditions of employment.

D. The County agrees to hold harmless any member of the bargaining unit whose position or job classification may be affected by a Civil Service Reclassification.

ARTICLE FOUR

DEFINITIONS

The following words and terms, when used in this contract, shall have the following meanings, unless the contents clearly indicates otherwise:

Permanent employee - means an employee who has acquired Civil Service permanent status in his position after the satisfactory completion of a working test period.

Temporary employee - means persons hired in cases of emergency only for a period of not more than two (2) months, which two (2) month period of employment may be extended for a maximum of an additional two (2) months if the emergency is shown to continue.

Provisional appointment - means the appointment to a permanent position pending the regular appointment of an eligible person from a special re-employment, regular re-employment or employment list.

Part-time employee - an employee whose regular hours of duty are less than the regular and normal work week for the class or agency.

Seasonal - employees which are hired for the same short period of time during the year.

Retired employees - employees who retire from a State administered retirement system.

Dependents - include employee's spouse and any employee's unmarried children (including any step children, legally adopted children and foster children) dependent upon employee for complete support and maintenance and who have been reported for insurance between birth and 19 years of age, or 23 years of age if a full-time student attending an accredited college. Persons insured as employees are not included as dependents.

Grievance - any controversy arising from the interpretation, application or violation of policies, agreements, and administrative decisions which affect the terms and conditions of employment of an employee.

Overtime - means all hours worked in excess of normal scheduled hours.

Grant employee - means persons who are employed to fill positions funded wholly or at least 50 percent by State or Federal Grants.

Anniversary date - For the purposes of the computation of Longevity Pay, anniversary date shall be defined as January 1 of the year of the initial employment with the County.

C.E.T.A. employee - means persons who are hired to fill positions funded by the Federal Comprehensive Employment and Training Act.

ARTICLE FIVE

GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of this procedure is to secure at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of this Agreement. The parties agree that this procedure will be kept as informal as may be appropriate.

2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the departmental supervisory staff and having the grievance adjusted without the intervention of the Union.

3. Any grievance may be raised by any employee or by the Union.

B. Steps of the Grievance Procedure

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement and shall be followed in its entirety unless any step is waived by mutual consent:

Step One:

(a) An aggrieved employee shall institute action under the provisions hereof by submitting his grievance in writing within five (5) working days after the occurrence upon a form provided by the Union and to the Shop Steward, who in turn shall forthwith file one (1) copy with the County's Personnel Officer and one (1) copy with the immediate Supervisor of the aggrieved employee. Having completed this, an earnest effort shall be made to settle the differences between the aggrieved employee and his immediate supervisor for the purpose of resolving the matter informally. Failure to file his grievance in writing as aforesaid shall be deemed to constitute an abandonment of the grievance and shall bar the employee from any right to proceed further with the grievance.

(b) The Supervisor shall render a written decision within five (5) working days after receipt of the grievance. Failure to render such written decision within the time provided shall be deemed a denial of the grievance.

(c) Where the employee has no immediate Supervisor, he or she may proceed directly to Step Two hereof, subject to the time limitations provided for filing a grievance as provided under Step One.

Step Two:

(a) In the event a satisfactory settlement has not been reached with the supervisor, the employee may appeal his grievance to the Department Head (or his representative) within five (5) working days following receipt by the

employee of the written determination of the supervisor. Such appeal shall be in writing signed by the aggrieved employee and delivered to the Department Head.

(b) The Department Head, or his representative, shall render a written decision within ten (10) working days from his receipt of the grievance. Failure to render such written decision within the time provided shall be deemed a denial of the grievance.

Step Three:

In the event that the grievance has not been resolved at Step Two, the following provisions and procedures shall apply. The parties agree that there are two types of grievances for the purposes hereinafter set forth more particularly as follows:

Type One: Grievances involving the meaning, application or interpretation of the terms of this agreement.

Type Two: Grievances involving the interpretation or application of rules and regulations, policies, or administrative decisions which affect the terms and conditions of employment of an employee.

Type One Grievance

In the event that a type one grievance has not been resolved at Step Two, the employee may within ten (10) working days following receipt by him of the determination of the Department Head, submit the matter to the Public Employment Relations Commission for binding arbitration. In the event that the employee shall elect to submit the Type One grievance for binding arbitration, the following provisions shall apply:

- (a) An arbitrator shall be selected pursuant to the rules of the Public Employment Relations Commission.
- (b) The arbitrator shall be bound by the parameters of the Type One grievance definition stated above in this Article FIVE of this Agreement.
- (c) The decision of the arbitrator shall be final and binding upon the parties.
- (d) The costs of the services of the arbitrator shall be borne equally by the County and the Union. The arbitrator shall set forth the findings of fact and reasons for making the award within thirty (30) days after the conclusion of the arbitration hearing, unless otherwise agreed to by the parties.

Type Two Grievance

In the event that a type two grievance has not been resolved at Step Two, the employee may within ten (10) working days following receipt by him of the determination of the Department Head, submit the type two matter to the Public Employment Relations Commission for non-binding arbitration. In the event that the employee shall elect to submit the Type Two grievance for non-binding arbitration, the following provisions shall apply:

- (a) An arbitrator shall be selected pursuant to the rules of the Public Employment Relations Commission.
- (b) The arbitrators shall be bound by the parameters of the Type Two grievance definition stated above in this Article FIVE of this Agreement.

(c) The decision of the arbitrator shall not be binding upon either party. Each party shall review the findings of the arbitrator and certify to the other within ten (10) days of receipt thereof in writing whether the finding will be accepted.

(d) The costs of services of the arbitrator shall be borne equally by the County and the Union. The arbitrator shall set forth the findings of fact and reasons for making his non-binding decision within thirty (30) days after the conclusion of the arbitration hearing, unless otherwise agreed to by the parties.

Notwithstanding any procedures for the resolution of disputes, controversies or grievances established by any other statute, the grievance procedure herein established by this agreement between the Employer and the Union shall be utilized for any dispute covered by the terms of this agreement or affecting the employees covered hereunder.

C. Union Representation in Grievance Procedure.

1. The Shop Steward may be present and participate in the grievance procedure at Step 1.

2. The Business Agent of the local Union may participate in the grievance procedure at Step 2 and at all steps subsequent thereto.

3. The International Representative of the Union and any other Union personnel deemed appropriate by the Business Agent may participate in the grievance procedure at Step 3 and at all steps subsequent thereto.

4. At any meeting between a representative of the County and an employee in which discipline (including warnings which are to be included in the personnel file, suspension, demotion, discharge or withholding of wages because

of tardiness or unauthorized absence) is to be announced, a Union representative may be present if the employee so requests.

5. The parties acknowledge that the law currently provides that disciplinary actions are not subject to the Grievance Procedure. If during the term of this Agreement the Legislature should enact law to permit disciplinary matters to be subject to the grievance procedure, the parties agree to negotiate regarding this matter.

6. The parties agree to endeavor to create a Labor-Management Committee with the assistance of the Public Employment Relations Commission, which committee would attempt to resolve grievances prior to submission to arbitration.

ARTICLE SIX

SENIORITY

A. For purpose of accruing benefits payable hereunder, including but not limited to vacations, sick leave, and longevity, Seniority shall be defined as continuous employment with the County from date of hire.

B. For purposes of promotions or demotion, Seniority shall be defined as length of service from the date of employee's Certification by Civil Service in his present title.

C. For purposes of layoff, Seniority shall be defined as employee's length of service from his date of initial Certification by Civil Service as a County employee.

D. With the exception of employees employed in the County Parks who are not Civil Service Employees, the County shall utilize experience, ability,

aptitude, qualification, attendance, physical condition, and the result of the Civil Service examination as the criteria for promotion of employees to job classifications having a higher rate of pay. When all of the aforementioned items are substantially equal, seniority shall be the deciding factor.

E. For employees employed in the County Parks, the County shall utilize experience, ability, aptitude, qualification, attendance and physical condition as the criteria for promotion of employees to job classifications having a higher rate of pay. When all of the aforementioned items are substantially equal, seniority shall be the deciding factor.

F. The selection of the employee (under sub-paragraphs D and E above) to be promoted shall be made in conformity with Civil Service Regulations and State Law.

G. The County shall mail or hand deliver to the Union Business Representative at his office address to be supplied to the County by the Union, copies of all Job Opportunity Bulletins, Civil Service Test Notifications, and all other correspondence, notices or other materials forwarded to or received from Civil Service concerning job openings or opportunities within 72 hours of receipt or transmittal of same.

ARTICLE SEVEN

UNION REPRESENTATIVES

A. Accredited representatives of the Union may enter the County facilities or premises at reasonable hours for the purpose of observing working conditions or assisting in the adjustments of grievances. When the Union decides to have its representative enter the County facilities or premises, it will request such

permission from the appropriate County representatives, and such permission will not be unreasonably withheld, provided there should be no interference with the normal operations of the business of County government or normal duties of employees. There shall be no Union business transacted nor meeting held on County time. Subject to such Rules and Regulations as may presently be in effect or may hereafter be made by the County through its Director of Building and Grounds, the Union may request and the County agrees to provide facilities for the Union to conduct meetings during off-duty hours.

B. One shop steward may be elected in each department, division or shift, whichever is applicable, to represent the Union in grievances arising in his department, division or shift, whichever is applicable, with the County. Each department shall elect its steward and the Union shall furnish the Board of Chosen Freeholders with a list of stewards. There shall be one chief steward who shall be elected by the committee of stewards.

C. The County agrees to give time off the job and with pay for shop stewards performing their Union duties, such time shall not exceed two (2) hours per day. The Union agrees to take all steps necessary to insure that this time is within reasonable limits.

ARTICLE EIGHT

HOURS AND OVERTIME

A. "Forty Hour Workers" -

1. Roads and Bridges; Buildings and Grounds; Airport Maintenance.

a. For all non-clerical employees in the above departments the basic work week shall be eight (8) hours per day, forty (40) hours per week; Monday

through Friday, inclusive. The time taken for meals shall be included in the day as part of the eight (8) hour day, such time shall not exceed one (1) hour.

b. Employees shall be compensated at the rate of one and one-half times the straight time rate for all-hours worked in excess of eight (8) hours per day or forty (40) hours per week, and for all hours worked on Saturday or Sunday. Overtime will be compensated in one half (1/2) hour units, fractional portions being counted as a full half (1/2) hour. No payment shall be made for an initial period of less than 15 minutes.

2. County Parks; all Crest Haven employees; County Jail; Bridge Tenders; Security Personnel; JINS Shelter; and Fare Free Transportation.

a. For all non-clerical employees in the above departments, the basic work week shall be eight (8) hours per day, forty (40) hours per week, five days per week, which may be scheduled Monday through Sunday inclusive. The time taken for meals shall be included in the day as part of the eight (8) hour day, such time shall not exceed one (1) hour.

b. Employees shall be compensated at the rate of one and one-half times the straight time rate for all hours worked in excess of eight (8) hours per day or forty (40) hours per week. Overtime will be compensated in one half (1/2) hour units, fractional portions being counted as a full half (1/2) hour. No payments shall be made for an initial period of less than 15 minutes.

c. County Park Commission Employees who work on all or part of the weekend shall receive two (2) consecutive days off during the following week insofar as is practicable.

3. County Library

a. For all county library employees the basic work week shall be eight (8) hours per day with one hour for lunch, forty (40) hours per week, five days per week, which may be scheduled Monday through Sunday inclusive. The time taken for meals shall not be utilized in computing the employee's hourly rate.

b. Employees shall be compensated at the rate of one and one-half times the straight time rate for all hours worked in excess of eight (8) hours per day or forty (40) hours per week. Overtime will be compensated in one half (1/2) hour units, fractional portions being counted as a full half (1/2) hour. No payment shall be made for an initial period of less than 15 minutes.

B. "All Other Employees" -

1. For all other employees, the basic work week will be from 8:30 a.m. to 4:30 p.m. with one hour for lunch, Monday through Friday. The time taken for meals shall not be utilized in computing the employee's hourly rate.

2. All hours worked in excess of (7) hours per day or thirty-five (35) hours per week shall be compensated for at the rate of one and one-half times the straight time rate. Overtime will be compensated in one-half (1/2) hour units, fractional portions being counted as a full half (1/2) hour. No payments shall be made for an initial period of less than 15 minutes.

3. The employee shall have the option of receiving payment in cash or compensatory time off the hours worked in excess of the normal work day up to eight (8) hours per day. In all cases where eight (8) hours per day have been exceeded, the payment will be made in cash or compensatory time, at the discretion of the County, for the period exceeding eight (8) hours.

4. Compensatory time must be utilized within the calendar year earned.

5. Overtime shall be distributed as equitably as possible in accordance with departmental work rules.

ARTICLE NINE

HOLIDAYS

A. The following holidays shall be recognized:

- | | |
|---------------------------|--------------------------------|
| 1. New Year's Day | 9. Columbus Day |
| 2. Martin Luther King Day | 10. Veteran's Day |
| 3. Lincoln's Birthday | 11. General Election Day |
| 4. Washington's Birthday | 12. Thanksgiving Day |
| 5. Good Friday | 13. Day after Thanksgiving Day |
| 6. Memorial Day | 14. Christmas Day |
| 7. Independence Day | 15. Three Administrative Days |
| 8. Labor Day | |

B. Employees who are scheduled to work on the recognized holidays noted in this Article shall be paid at the rate of one and one-half the straight time rate for the actual hours worked on the holiday, provided, however, that each such employee shall be paid for a minimum one-half day at the above-prescribed rate.

In addition, employees who are scheduled to work on the recognized days noted in this article shall be given a day off with pay at a later date in accordance with departmental rules established in Article TWENTY.

C. For employees working a five (5) day week (Monday through Friday), holidays which fall on Saturday will be celebrated on the preceding Friday; holidays which fall on Sunday will be celebrated on the following Monday. For employees working other than a five (5) day work week as described above, holidays will be celebrated on the date on which they actually fall.

D. Administrative days are to be used by the employee for personal reasons and subject to the following conditions: An administrative day shall be granted by the County upon prior request of the employee submitted to the Director of his department. Said request shall be granted, at the discretion of the Department Director, so long as the employee's absence can be granted without interference with the proper conduct of the department. Administrative days shall not accumulate, but must be used in the calendar year.

E. Seasonal employees do not get paid for holidays unless they actually work on the holiday. Seasonal employees do not earn vacation, sick leave, or administrative leave days.

F. All Part-time employees shall receive holiday credit allowance as follows: One (1) holiday will be earned for each nineteen (19) days worked. Maximum holidays that can be earned in any calendar year is fourteen (14) days. Any vacation days, sick leave days, or administrative leave days that have been earned and used shall be included in computing the nineteen (19) days referred to above. Part-time employees shall earn one (1) administrative day for each forty-nine (49) days worked to a maximum of three (3).

ARTICLE TEN

VACATIONS

A. Annual vacation leave with pay shall be earned at the rate of one (1) working day of vacation for each month of service during the remainder of the calendar year following the date of appointment; twelve (12) working days vacation thereafter for every year and up to ten (10) years of service; fifteen (15) working days vacation after the completion of ten (10) years and after fifteen (15) years and up to twenty (20) years of service, seventeen (17) days vacation; after twenty (20) years of service, twenty (20) working days vacation; and after twenty-five (25) years of service, twenty-five (25) working days vacation. Permanent part-time employees shall receive vacation credit allowance as provided below.

B. Vacation allowance must be taken during the current calendar year at such time as permitted or directed by the appointing authority, unless the appointing authority determines that it cannot be taken because of pressure of work. Any unused vacation may be carried forward into the next succeeding year only.

C. Initial year of hire vacation days must be earned before they can be used. Each year thereafter, each employee shall become entitled to his entire vacation period specified in Paragraph "A" above on January 1 of said year.

D. Part-time employees shall receive vacation credit allowance on the following basis: One vacation day will be earned for each twenty-two (22) days worked. Maximum vacation days that can be earned in any calendar year is twelve (12) days. Any vacation days, sick leave days, or administrative leave days that have been earned and used shall be included in computing the twenty-two (22) days referred to above.

ARTICLE ELEVEN

HEALTH BENEFIT PROGRAM

The County shall provide a Health Benefit Program which shall include the following coverages or their equivalent:

A. The County will provide the Blue Cross and Blue Shield of New Jersey Hospital-Surgical-Medical (Series 1420) Program Benefits and Major Medical Program Benefits as generally described in booklets published by Blue Cross and Blue Shield of New Jersey, which summarize the benefits and essential features of the Programs. These booklets are not contracts. They contain only a general description of employee benefits under the Hospitalization and Major Medical Programs. These benefits are subject to the terms, conditions and limitations of the Master Contract issued to Cape May County by Hospital Service Plan of New Jersey (New Jersey Blue Cross Plan) and Medical-Surgical Plan of New Jersey (New Jersey Blue Shield), and to the provision of the applicable State Laws.

B. The Major Medical coverage to be provided shall be modified as soon as reasonably practicable after the signing of this Agreement to provide for 100% coverage after an initial \$100.00 deductible with a maximum of \$50,000.00. Every effort will be made to supplement the coverage within ninety (90) days of the signing of this Agreement.

C. The County shall continue to provide eye care coverage for all employees and their dependents covered under this Agreement.

D. The County shall continue to provide a Prescription Insurance Plan (\$1.00 Co-Pay) for all employees and their dependents covered under this Agreement.

E. The County shall continue to provide a disability coverage insurance plan with benefits as currently provided.

F. The County shall provide each employee with life insurance coverage in the amount of \$5,000.00.

G. The County shall provide a Full Family Dental Care Plan.

H. The County agrees to pay the full cost of premiums for the health benefit coverages provided under this Article for and during the term of this Agreement.

I. Upon retirement, the County shall continue the hospitalization and life insurance program for retiring employees until the death of an employee, as soon as the law permits. (At present, the law allows only those with twenty-five (25) years of service to receive this benefit.)

ARTICLE TWELVE

SICK LEAVE

Section A. Service Credit for Sick Leave.

1. All employees shall be entitled to sick leave with pay as specified hereunder.

2. Sick leave for purposes herein is defined to mean absence from work of an employee because of personal illness by reason of which such employee is unable to perform the usual duties of his position, exposure to contagious disease, a short period of emergency attendance upon a member of his immediate family critically ill and requiring the presence of such employee. For the purpose of these rules, "member of immediate family" is interpreted as meaning father, mother, husband, wife, child, foster child, sister, brother or relatives of the employee residing in employee's household.

Section B. Amount of Sick Leave.

1. The minimum sick leave with pay shall accrue to any fulltime employee on the basis of one (1) working day per month during the remainder of the first calendar year of employment after initial appointment; and fifteen (15) working days in every calendar year thereafter.

2. Any amount of sick allowance not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed for such purpose.

3. Temporary, provisional and permanent part-time employees shall be granted sick leave credit on a proportionate basis.

Section C. Reporting of Absence on Sick Leave.

1. If an employee is absent for reasons that entitle him to sick leave, his department head or supervisor shall be notified no later than thirty (30) minutes after employee's starting time. Each employee at the Crest Haven Nursing Home on shift work shall provide the required notice prior to commencement of his or her shift.

a. Failure to so notify his department head or supervisor may be cause of denial of the use of sick leave for that absence and constitute cause for disciplinary action.

b. Absence without notice for five (5) consecutive days shall constitute a resignation not in good standing.

Section D. Verification of Sick Leave.

(a) An employee who has been absent on sick leave for five (5) or more consecutive work days may be required to submit acceptable medical evidence substantiating the illness.

1. An employee who has been absent on sick leave for periods totaling more than fifteen (15) days in one calendar year consisting of periods of less than five (5) days shall have his or her sick leave record reviewed by the County and thereafter may be required to submit acceptable medical evidence for any additional sick leave in that year. In cases where an illness is of a chronic or recurring nature causing recurring absences of one day or less, only one submission of such proof shall be necessary for a period of six (6) months.
2. The County may require proof of illness of an employee on sick leave, whenever such requirement appears reasonable. Abuse of sick leave shall be cause for disciplinary action.

(b) in case of leave of absence due to exposure to contagious disease, a certificate from the Board of Health of the employee's municipality of residence shall be required prior to the employee's return to work.

(c) The County may require an employee who has been absent because of personal illness, as a condition of his return to work, to be examined, at the expense of the County, by a physician designated by the County. Such examination shall establish whether the employee is capable of performing his normal duties and that his return to work will not jeopardize the health or safety of other employees.

Section E. Sick Leave Payment at Retirement.

At retirement, the County agrees to pay each employee an amount equal to 50% of all accrued and unused sick leave up to a maximum payment of \$12,000.

Section F. Part-Time Sick Leave.

Part-time employees shall receive sick leave credit allowance on a proportionate basis. One (1) sick leave day will be earned for each seventeen (17) days worked. The maximum sick leave days that can be earned is fifteen (15) days per year. Any vacation, sick leave, or administrative leave days that have been earned and used are included in the seventeen (17) day total referred to above.

ARTICLE THIRTEEN

DISABILITY LEAVE

Whenever an employee in the classified Civil Service is disabled through injury or illness as a result of or arising from his employment as evidenced by a certificate of a County-designated physician or physician acceptable to the County, he shall be granted, in addition to his annual sick leave with pay or any accumulations thereof, leave of absence with pay as may be reasonably required, as evidenced by a certificate of the County-designated physician or physician acceptable to the County for the period during which worker's compensation payments are allowed. All benefits shall cease upon receipt of a determination that the employee is permanently disabled and will not return to work.

Disability payments hereunder shall not be withheld pending receipt by the County of the aforementioned certificate but in no event shall the County be obligated to make disability payments in excess of the employee's accumulated sick leave unless and until aforementioned certificate has been submitted to the County.

During the period in which full salary or wages of an employee on disability leave is paid by the County, any compensation payments made to or received by or on behalf of such employee shall be deducted from the amount carried on the payroll for such employee or shall be assigned to the County by the insurance carrier or the employee.

Whenever the County-designated physician or the physician acceptable to the County shall report in writing that the employee is fit for work, such disability leave shall terminate and such employee shall forthwith report for work.

Any employee on injury leave resulting from injury while on County work, shall continue to accrue sick leave credits while he remains on the payroll.

ARTICLE FOURTEEN

SALARIES AND COMPENSATION

A. Employees covered hereunder shall receive additional compensation as follows:

- (i) Effective January 1, 1983, the wage guide in effect on December 31, 1982, shall be increased by five (5%) percent. A new wage guide reflecting this increase is attached hereto as Exhibit "A."
- (ii) Effective January 1, 1983, all employees covered hereunder shall remain in the same Range and Step as they were paid on December 31, 1982.
- (iii) Effective October 1, 1983, all employees entitled to an increment (step advancement) shall be advanced such step.
- (iv) Effective January 1, 1984, the wage guide in effect on December 31, 1983, shall be increased by five (5%) percent. A new guide reflecting this increase is attached hereto as Exhibit "B."
- (v) Effective July 1, 1984, all employees entitled to an increment (step advancement) shall be advanced such step.

B. In order to be entitled to an increment at October 1, 1983, the employee must have been employed at the date of ratification of the contract. In order to be entitled an increment at July 1, 1984, the employee must have been employed for a period of six (6) months prior to that date.

C. When employees are promoted or transferred to a job carrying a higher rate of pay, the employee will be placed at the incremental step in the new range, which is closest to and in no case lower than their present rate. Such increase shall in no way affect the interval for any increase to which said employee may be entitled as prescribed in the Salary Range Tables.

D. Employees shall be paid a minimum of three (3) hours at time and one-half when they are called from home after regular work hours. If the emergency work is on a holiday, the minimum pay hours specified will be in addition to any holiday allowance to which the employee is entitled.

E. An employee called at home and asked to perform emergency work will proceed to his reporting center. The employee will receive Two (\$2.00) Dollars personal car allowance for each completed emergency call in addition to the pay for the emergency work.

ARTICLE FIFTEEN

FUNERAL LEAVE

A. Employees shall be granted special leave with pay in the event of death in the employee's immediate family up to a maximum of three (3) days. Funeral leave shall commence upon notification of death and shall terminate the day following interment.

B. Immediate family, for the purpose of this Article, shall be defined as husband, wife, father, mother, grandfather, grandmother, son, daughter, sister,

brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and grandchildren.

C. Request for funeral leave shall be subject to the approval of the Department Head. Such approval shall not be unreasonably denied.

D. In the event the services for the deceased are held out of state, the employee may charge any additional days in excess of those provided in Paragraph A hereof, to sick leave.

ARTICLE SIXTEEN

TEMPORARY ASSIGNMENT PAY

Both parties agree that payment under this Article should be made in accordance with the following principles. Both parties agree that employees should receive compensation appropriate for the work actually performed where same is needed to be performed. Both parties further agree that employees should not, without authorization, unilaterally assume the work of higher titles in order to generate higher compensation for themselves. Accordingly, both parties agree that employees shall be compensated when, in accordance with the above principles, they perform work in a title having a higher rate of pay for a period in excess of three (3) consecutive, full days or three (3) full days during any period. In such event, the employee shall be paid for hours involved at the incremental step in the new range equal to his current step in his own range. Such increase shall in no way affect the interval for any increase to which said employee may be entitled as prescribed in the Salary Range Tables.

The temporary assignment pay provided for above shall not apply to the following circumstances:

(a) During periods of emergencies, i.e. matters concerning public safety, major storms and disasters, and natural causes, temporary assignment pay will not apply.

(b) When employees are assigned to jobs having a higher rate of pay for training purposes, temporary assignment pay will not apply.

In determining the validity of requests for temporary assignment pay, the Civil Service Job Description for the higher title will be the basic criteria used.

ARTICLE SEVENTEEN

LONGEVITY

A. The following longevity plan shall be maintained by the County which is based upon employee's length of continuous and uninterrupted service with the County:

1. Five (5) years of service--2 percent longevity based upon employee's base salary.
2. Ten (10) years of service--4 percent.
3. Fifteen (15) years of service--6 percent.
4. Twenty (20) years of service--8 percent.
5. Twenty-five (25) years or more of service--10 percent.
6. Thirty (30) years or more of service--12 percent.
7. Forty (40) years or more of service--14 percent.

B. Deputy pay shall be included in the computation of longevity.

C. Longevity pay shall be computed as of January 1 and shall commence on January 1 of the year during which the employee's fifth anniversary date of hire occurs.

ARTICLE EIGHTEEN

SHIFT DIFFERENTIAL

During the tenure of this agreement, there shall be no shift differential provided in any departments covered by this agreement. Employees with the title "Head Nurse" shall receive an additional allowance of \$10.00 per tour when assigned as "In Charge Nurse" at Crest Haven.

ARTICLE NINETEEN

UNIFORMS

A. Uniforms will be provided during the year to those employees who are required by the County to wear the given uniforms, in accordance with past practice. The County agrees to meet and review with a committee of employees to be designated by the Union, all bid specifications and standards for uniforms prior to the acceptance of bids for same by the County. The County will further see that each employee is properly measured for the said uniforms.

B. In lieu of being supplied with uniforms, all Crest Haven employees and Public Health Nurses shall receive an annual clothing allowance of \$110.00. Effective January 1, 1984, all Crest Haven employees and Public Health nurses shall receive an annual clothing allowance of \$120.00.

C. Foul weather gear will be provided for those employees who require such gear.

ARTICLE TWENTY

BULLETIN BOARDS

Bulletin boards shall be made available by the County and shall be designated "Union Bulletin Boards." These bulletin boards may be utilized by the Union for the purpose of posting Union announcements and other information of a non-controversial nature. The department head or his representative may have removed from the bulletin board any material which does not conform with the intent and provisions of this Article. Bulletin Boards shall be placed immediately adjacent to the time clocks for the respective departments.

ARTICLE TWENTY-ONE

WORK RULES

It is acknowledged that the County may adopt and post or otherwise disseminate such rules and regulations as it may desire, provided that the same are not contrary to this Agreement. If it is alleged that any such rule and regulation is contrary to this Agreement then the Union may grieve with reference to same within five (5) days after the same are posted or disseminated and/or copy sent to the Union.

It is further agreed that the County shall undertake a review of current rules and regulations and shall, within six (6) months after the signing of this agreement, issue updated rules and regulations for each and every Department of County government. The County shall serve a copy of each set of work rules upon the Union by personally delivering same to the Business Representative at his office, the address of which shall be supplied to the County by the Union.

Thereafter, the County may adopt new and additional rules and regulations or may modify those which have been promulgated as part of the updating of rules and regulations as provided for hereunder. Such rules and regulations or modifications thereto shall be posted or otherwise disseminated no later than five (5) days prior to their effective date, except in those cases where an emergency exists as declared by the Department Head.

Copies of all departmental work rules or modifications shall be supplied to each departmental steward.

ARTICLE TWENTY-TWO

NO-STRIKE PLEDGE

A. The Union covenants and agrees that during the term of this agreement, neither the Union nor any person acting in its behalf will cause; authorize, or support, nor will any of its members take part in any strike (i.e., the concerted failure to report for duty, or willful absence of any employee from his position, or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment), work stoppage, slowdown, walkout or other job action against the County. The Union agrees that such action would constitute a material breach of this agreement.

B. In the event of a strike, slowdown, walkout or other job action, it is covenanted and agreed that participation in any such activity by any Union member shall entitle the County to invoke the following:

Such activity shall be deemed grounds for termination of employment of such employee or employees, subject however, to the application of the Civil Service Law.

C. The Union will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action against the County.

D. Nothing contained in this agreement shall be construed to limit or restrict the County in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages or both in the event of such breach by the Union or its members.

ARTICLE TWENTY-THREE

NON-DISCRIMINATION

A. There shall be no discrimination by the County or the Union against an employee on account or race, age, color, creed, sex, national origin, political affiliation or handicapped status.

B. All references to employees in this agreement designate both sexes, and wherever the male gender is used, it shall be construed to include male and female employees.

C. There shall be no discrimination, interference, restraint, or coercion by the County or any of its representatives against any of the employees covered under this agreement because of their membership or non-membership in the Union or because of any lawful activities by such employee on behalf of the Union. The Union, its members and agents, shall not discriminate against, interfere with, restrain or coerce any employees covered under this agreement who are not members of the Union.

ARTICLE TWENTY-FOUR

DEDUCTIONS FROM SALARY

A. The County agrees to deduct from the salaries of its employees subject to this agreement, dues for the Union. In addition, pursuant to Assembly Bill #688, enacted into law on or about February 28, 1980, effective July 1, 1980, the County agrees to deduct from the salaries of its employees subject to this Agreement but not members of the Union a representative fee in lieu of dues for services rendered by the majority representative, in an amount equal to 85% of the regular membership dues, fees and assessments paid by the members of the Union, less the cost of benefits financed through the dues and assessments and available to and benefitting only members of the Union. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967, N.J.S.A. (R.S. 52:14-15.9(e)), as amended. Said monies, together with records of any corrections shall be transmitted to the Union Office by the fifteenth (15th) of each month following the monthly pay period in which deductions were made.

B. If during the life of this agreement there shall be any change in the rate of membership dues, the Union shall furnish to the County, written notice prior to the effective date of such change.

C. The Union will provide the necessary "check-off authorization" form and deliver the signed forms to the County Comptroller. The Union shall indemnify, defend and save the County harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken in the County in reliance upon salary deduction authorization cards submitted by the Union to the County or resulting from the County's deduction and payment to the Union of its representation fee in lieu of dues as provided for above.

D. In the monthly report to the Union office specified in Paragraph A above, the County shall provide, inter alia, the following:

1. An accurate list of all employees terminating their employment during the previous thirty (30) days.

2. A list of all employees commencing a leave of absence during the previous thirty (30) days.

ARTICLE TWENTY-FIVE

SEPARABILITY AND SAVINGS

If any provisions of this agreement or any application of this agreement to any employee or group of employees is held invalid by operation of law or by a Court or other tribunal of competent jurisdiction, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE TWENTY-SIX

FULLY BARGAINED PROVISIONS

This agreement represents and incorporates the complete and final understanding and settlement by the parties on all bargainable issues which were or could have been the subject of negotiations. During the term of this agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this agreement.

ARTICLE TWENTY-SEVEN

TERM AND RENEWAL

This agreement shall be in full force and effect as of January 1, 1983 to December 31, 1984. This agreement shall continue in full force and effect from year to year thereafter, unless one party or the other gives notice, in writing, at least one hundred eighty (180) days prior to the expiration date of this agreement, of a desire to change, modify or terminate this agreement.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be properly signed and sealed the day and year first above written.

LOCAL NO. 1983
CIVIL AND PUBLIC EMPLOYEES
OF CAPE MAY COUNTY, N.J.
INTERNATIONAL BROTHERHOOD OF
PAINTERS AND ALLIED TRADES
AFL-CIO

By: Samuel C. Kelly

THE COUNTY OF CAPE MAY
BOARD OF CHOSEN FREEHOLDERS
CAPE MAY COUNTY, NEW JERSEY

By: Anthony Catano
Director

Attest: Leroy A. Craft

Attest: Kathryn A. Willis
Kathryn A. Willis
Clerk of the Board

EXHIBIT "A" WAGE GUIDE 1983

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>STEP 8</u>
1	9633	10115	10597	11079	11561	12043	12525	13007
2	9969	10468	10967	11466	11964	12463	12962	13461
3	10315	10831	11348	11865	12381	12898	13414	13931
4	10690	11225	11761	12296	12832	13367	13903	14438
5	11073	11627	12182	12736	13290	13845	14399	14954
6	11485	12060	12634	13209	13783	14357	14932	15506
7	11909	12505	13101	13698	14294	14891	15487	16083
8	12238	12850	13463	14075	14687	15299	15911	16523
9	12703	13339	13974	14609	15244	15880	16515	17150
10	13188	13847	14506	15166	15825	16485	17144	17803
11	13698	14383	15069	15755	16440	17126	17812	18497
12	14238	14950	15663	16376	17089	17802	18515	19228
13	14643	15376	16109	16842	17574	18307	19040	19773
14	15232	15994	16756	17519	18281	19043	19806	20568
15	15847	16640	17433	18225	19018	19811	20604	21396
16	16496	17321	18147	18972	19797	20623	21448	22273
17	17694	18579	19464	20350	21235	22120	23005	23890
18	18439	19360	20282	21204	22126	23048	23970	24892
19	19204	20165	21126	22086	23047	24008	24969	25929

EXHIBIT "A" WAGE GUIDE 1983

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>STEP 8</u>
20	20881	21926	22970	24015	25060	26105	27149	28194
21	21778	22867	23957	25047	26137	27227	28317	29407
22	22718	23856	24997	26134	27271	28408	29545	30683
23	23715	24901	26088	27274	28461	29647	30834	32020

EXHIBIT "B" WAGE GUIDE 1984

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>STEP 8</u>
1	10114	10620	11126	11632	12139	12645	13151	13657
2	10467	10991	11515	12039	12562	13086	13610	14134
3	10830	11372	11915	12458	13000	13542	14084	14627
4	11224	11786	12349	12910	13473	14035	14598	15159
5	11626	12208	12791	13372	13954	14537	15118	15701
6	12059	12663	13265	13869	14472	15074	15678	16281
7	12504	13130	13756	14382	15008	15635	16261	16887
8	12849	13492	14136	14778	15421	16063	16706	17349
9	13338	14005	14672	15339	16006	16674	17340	18007
10	13847	14539	15231	15924	16616	17309	18001	18693
11	14382	15102	15822	16542	17262	17982	18702	19421
12	14949	15697	16446	17194	17943	18692	19440	20189
13	15375	16144	16914	17684	18452	19222	19992	20761
14	15993	16793	17593	18394	19195	19995	20796	21596
15	16639	17472	18304	19136	19968	20801	21634	22465
16	17320	18187	19054	19920	20786	21654	22520	23386
17	18578	19507	20437	21367	22296	23226	24155	25084
18	19360	20328	21296	22264	23232	24200	25168	26136
19	20164	21173	22182	23190	24199	25208	26217	27225

EXHIBIT "B" WAGE GUIDE 1984 (Page Two)

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>STEP 8</u>
20	21925	23022	24118	25215	26313	27410	28506	29603
21	22866	24010	25154	26300	27443	28588	29732	30877
22	23853	25048	26246	27440	28634	29828	31022	32217
23	24900	26146	27392	28637	29884	31129	32375	33621